

Board of County Commissioners

Agenda Request

Date of Meeting: May 3, 2010

Date Submitted: April 26, 2010

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Timothy Barden, Assistant County Administrator

Subject: Request Board Approval to Award Bid to Panacea Coastal Construction for Repairs to the Wakulla County Welcome Center and Authorize the Chairman to Execute the Contract

Statement of Issue:

This agenda item requests Board approval to award the bid to Panacea Coastal Construction for repairs to the Wakulla County Welcome Center and authorize the Chairman to execute the contract.

Background:

At the BoCC Meeting held on March 15, 2010 the Board approved staff to issue an Invitation to Bid (ITB) to make the required repairs to the Wakulla County Welcome Center located in Panacea, FL. The repairs needed to bring this building up to code are quite extensive and by issuing the ITB the County sought to competitively bid and potentially reduce costs, eliminate or lower liability concerns, increase accountability by having one company responsible for the repairs, obtain a warranty on equipment and materials, and provide oversight on the project in the most cost efficient and coordinated manner.

On March 27, 2010 the ITB was released and advertised on the County's website, the Wakulla News and the Tallahassee Democrat.

Analysis:

Five (5) bids were received on Thursday, April 15, 2010 when the ITB closed. The five (5) responses were received from the following:

FIRM NAME	BID AMOUNT
Gaskin Contracting	\$71,915
Bass Construction Company	\$130,653
Panacea Coastal Construction	\$59,800*
Riley Palmer Construction	\$58,644*
Peter Brown Construction	\$63,773

The lowest bid was received from Riley Palmer Construction located in Tallahassee, FL at \$58,644; however, the bid document indicated that "Local Preference credits shall be applicable when the two lowest bids are less than 3% of each other. The local preference of 5% shall be applied and deducted

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from the amount bid. Should a tie breaker be required, the award will go to the lowest bidder no matter where their location.” Therefore, in accordance with the bid document, there was less than 3% (1.9% actual) difference between the bids received from Riley Palmer Construction and Panacea Coastal Construction. The local preference was applied and Panacea Coastal Construction became the selected vendor with a bid amount of \$59,800.

In accordance with the County’s Purchasing Policy, the Invitation to Bid (ITB) results revealed both a lower than anticipated repair expenditure as well as the selection of a local vendor from the Panacea area.

Funding

As previously presented to the Board on March 15, 2010, staff identified the following funding resources to make these repairs:

- \$35,000 from Parks & Recreation CIP Project-Medart Park Phase III.
- \$11,000 from Facilities Management. This funding was received from FEMA as a result of Tropical Storm Fay for the HVAC work that was needed prior to the other repairs being made necessary.
- The balance would come from the County Reserve. (The full amount needed was not known at this time since the bids were not received.

In addition, during the March 15th meeting, the Board directed staff to look at alternative sources of funding, particularly grant funding. Staff’s research of grant opportunities for this project did not yield any viable options.

Subsequent to the March 15th meeting, it should be noted that staff held the annual meeting of the Citizens Advisory Committee on the One Cent Sales Tax. The purpose of this committee is to discuss uses of this tax for County capital projects. It was the Committee’s recommendation that instead of using the Parks and Recreation portion (\$35,000) of the One Cent Sales Tax for the Panacea Welcome Center, a more appropriate source would be the Public Facilities portion of this tax. However, staff notes that all of the available funding from the Public Facilities portion of the One Cent Sales Tax has been allocated in the FY09/10 budget for the Community Center project. Moreover, the Board has, on numerous occasions, expressed its desire to keep public facilities funding earmarked for the Community Center.

Since the purchase of the Community Center has not been finalized and funding for future needs not yet identified, it is staff’s recommendation that funding presently set aside for the Community Center not be utilized for these repairs. Staff recommends the Board fund this contract from the following sources:

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- \$11,000 from Facilities Management (FEMA Funding).
- \$48,800 from County Reserve (the reserve balance if approved would be \$239,507); a Budget Amendment is attached for the Board's approval (Attachment #2).

Upon Board Approval and obtaining a signed contract, repairs are scheduled to begin no later than the week of May 10, 2010. The County Attorney has reviewed and approved the contract. In the interim, the Welcome Center has remained open but has been temporarily relocated to the Panacea Shopping Plaza at 1349C Coastal Highway, Panacea, FL.

Options:

1. Award Bid to Panacea Coastal Construction for the Repairs to the Wakulla County Welcome Center, Authorize the Chairman to Execute the Contract, and approve the Budget Amendment.
2. Do Not Award Bid and Contract to Panacea Coastal Construction and do not approve Budget Amendment.
3. Board Direction.

Recommendation:

Option #1

Attachment:

1. Contract
2. Budget Amendment

BHP/TB/dkd